## **Introduction to SAR Inquiry**

Users may search for a SAR in CMS Net Web three different ways: by SAR number, by Provider, and by Client. This chapter will describe how to locate a SAR by each of these methods.

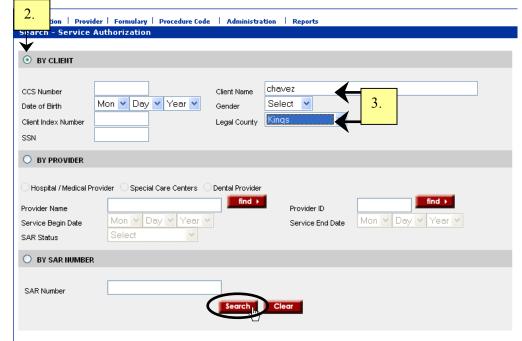
## **Objectives**

At the completion of this section, you will be able to:

- Find a SAR by Client
- Find a SAR by Provider
- Find a SAR by SAR Number

## 24.1 How to Search for SAR by Client

- 1. Access SAR by clicking the "Authorization" link on the CMS Net Menu Bar.
- 2. On the Search-Service Authorization page, click the "By Client" option.
- 3. Enter information to search for the client.
- 4. Click the "Search" button.



#### Notes

For CCS Number, CMS Net Web will return "exact matches" for the entry. This text field will accept 7 characters:

- The first character may be a number or a letter (e.g. "T").
- The rest of the characters must be numbers.

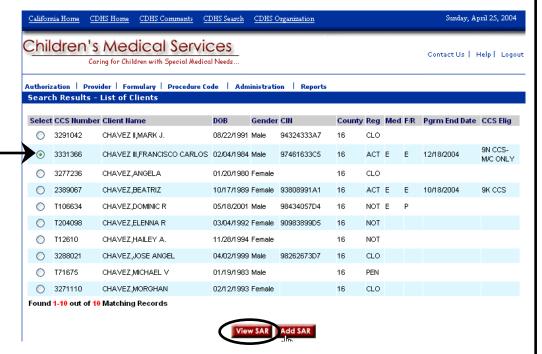
# **For CIN**, enter at least 9 characters:

- The first eight characters must be numbers.
- The ninth character must be a letter (e.g. "A").
- If the last "check digit" is entered, use the space bar before entering the last number.

SAR Inquiry 24-2 Revised: 3/8/05

5. Click the "Select" radio button for the appropriate client.

6. Click the "View SAR" button.



Notes

SAR Inquiry 24-3 Revised: 3/8/05

7. Enter SAR Search Criteria on the Search Results – Search Client SAR page.

You may continue searching for the SAR by Provider:

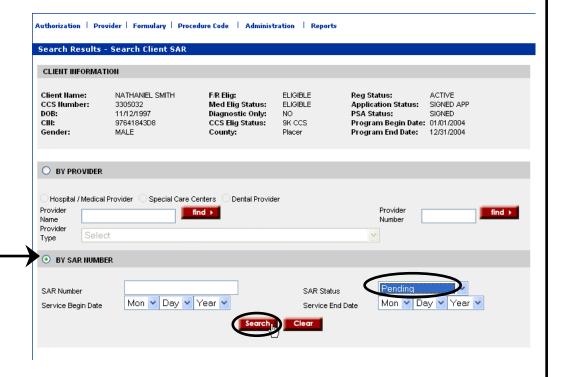
- Click the "By Provider" radio button.
- Click one of the 3 provider/SCC radio buttons:

Enter the Provider's Name or Provider's Number.

- Enter the Provider's Name. If the provider is an individual, CMS
   Net Web will return names in the following format: [Last Name,
   First Name]. The name search will also match hospitals and SCCs
   OR
- Enter the Provider's Number (Medi-Cal #, Denti-Cal #, or SCC ID)
- Click the "Find" button.
- Select the Provider by clicking on the link (blue underlined name).
- You may select the Provider Type

You may continue searching for the SAR by SAR Number. Provide SAR search criteria.

8. Click the "Search" button.



#### Notes

#### Valid SAR Status:

#### All

Approved-N
Approved-Y
Authorized
Cancelled
Denied
Extended
Pending
Request-Approval

Note: If **All** is selected, all SAR for the client will be displayed in alpha order by Provider Name.

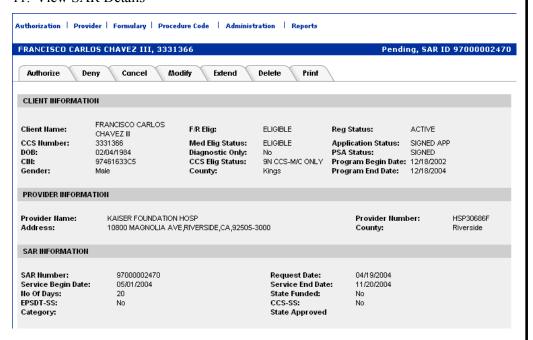
There is a 250 record limit, you may be required to add additional search criteria.

9. Click on the link (blue underlined SAR Number) of your selection.

10. If additional matches are supplied, view them on the next page by: Clicking the "Next Records" link or clicking the "Prev Records" link."



11. View SAR Details

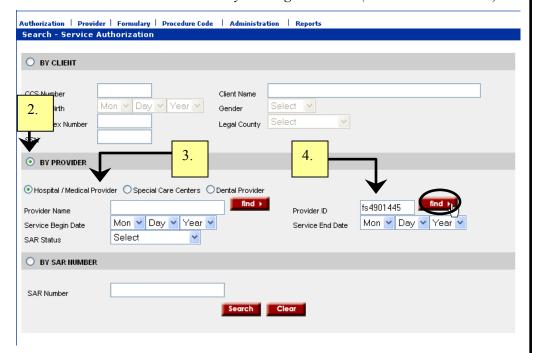


Field descriptions are provided in CMS Net Web Online Help.

Notes

## 24.2 How to Search for SAR by Provider

- 1. Access SAR by clicking the "Authorization" link on the CMS Net Menu Bar.
- 2. On the Search-Service Authorization page, click the "By Provider" option.
- 3. Specify the provider type by clicking one of the 3 radio buttons.
- 4. Enter either Provider Name or Provider Number information:
  - To Specify Provider Name:
    - Enter the Provider's Name. If the provider is an individual, CMS
       Net Web will search for names: [Last Name, First Name]. The
       name search will also match hospitals and SCCs.
    - o Click the "Find" button.
    - o Select the Provider by clicking on the link (blue underlined name).
  - To Specify the Provider Number:
    - o Enter the Provider Medi-Cal #,, Denti-Cal #, or SCC ID.
    - Click the "Find" button.
    - o Select the Provider by clicking on the link (blue underlined name).



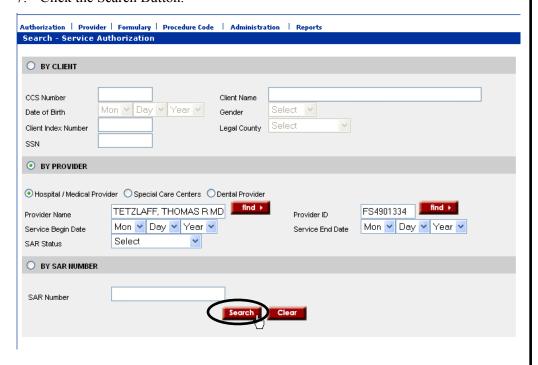
Notes

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5. Select the provider in the search results by clicking on the provider's link.



- 6. You may specify other SAR search information along once a provider has been identified.
- 7. Click the Search Button.



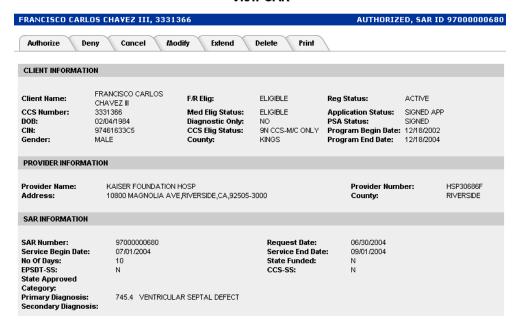
- 8. Click on the link (blue underlined SAR Number) of your selection.
- 9. If additional matches are supplied, view them on the next page by: Clicking the "Next Records" link or clicking the "Prev Records" link."



#### 10. View SAR Details

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

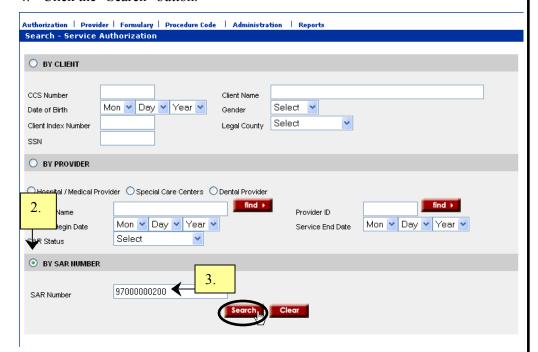
#### View SAR



Notes

## 24.3 How to Search for SAR by SAR #

- 1. Access SAR by clicking the "Authorization" link on the CMS Net Menu Bar.
- 2. On the Search-Service Authorization page, click the "By SAR Number" option.
- 3. Enter the SAR number.
- 4. Click the "Search" button.



Notes

Eleven numbers must be entered for **SAR Number**. Partial searches are not allowed.



